

APPLICATION FOR OCCUPANCY

All new residents (owners and/or tenants) are required to apply with **WASHINGTON PALMS CONDOMINIUM ASSOCIATION, INC.** prior to moving in. The application process could take roughly one to two weeks. A proposed buyer or tenant **MUST** be approved before moving in. You **MUST** obtain the required forms from the office of:

GRS MANAGEMENT, INC
15280 NW 79TH COURT, SUITE 101
MIAMI LAKES, FL 33016
PHONE 305-823-0072
FAX 305-823-4888

All applications **MUST** be submitted to **WASHINGTON PALMS CONDOMINIUM ASSOCIATION, INC.** All forms must be 100% complete and correct and must be signed by the appropriate parties. Incomplete applications **WILL NOT** be accepted nor processed.

Please note all application requests are only valid for 30 days. If there are any pending items, the application will automatically be cancelled upon 30 days after submission. All applications fees are non-refundable.

The following must be included with the application:

- _____ Application fee of \$150.00 for legally married couples. Any other applicant over 18 years of age must pay an additional \$150.00 per applicant. Made payable to: **GRS MANAGEMENT, INC. (Cashier's check or money order only) - Application fees are non-refundable.**
- _____ Security deposit fee **equal to one month's rent** (Lease Only) (refundable upon termination of lease) payable to: **WASHINGTON PALMS CONDOMINIUM ASSOCIATION, INC. (Cashier's check or money order only)**

Please note: Security deposits are refundable at the end of the leasing period and the refund request must be presented with a copy of the front and back of the submitted cashier's check/money order. Please keep in mind that all refund requests take 10-15 business days to be processed.

- _____ If the application is for sale, an estoppel **MUST** be requested before or at the time this application is submitted. **ESTOPPEL FEE OF \$250.00 (standard) OR \$350.00 (rush)** is required. Made payable to: **GRS MANAGEMENT, INC (Cashier's check or money order only)**
- _____ Signed copy of the contract for sale or lease.
- _____ Completed application with a copy of all applicants' driver licenses or photo IDs.

When a complete application package is received, we will commence the process for the background screening. Once the background screening is completed, we will be forward the application to the Board of Directors for approval.

All inquiries in reference to the application process must be done via e-mail to customer@grsmanagement.com.

Sincerely,

Applications Department
GRS Management, Inc.

WASHINGTON PALMS CONDOMINIUM ASSOCIATION, INC.

Application for Occupancy

PLEASE FILL IN ALL BLANKS. APPLICATIONS NOT FULLY COMPLETED, WILL NOT BE PROCESSED.

Note: Please note all applicants over the age of 18 (not married to primary applicant) must complete a **separate** application.

Date: _____ Desired Date of Occupancy: _____

This Application is for a: Lease () Purchase () of Unit # _____

Property Address: _____

Realtor's Name: _____ Phone # _____

Applicant's Name _____

Phone# _____ Cell Phone# _____

E-Mail Address: _____

SSN# _____ DOB _____

DL # _____ State _____

MARITAL STATUS: Married () Separated () Divorce () Single ()

Spouse's Name: _____

Phone# _____ Cell Phone# _____

E-Mail Address: _____

SSN# _____ DOB _____

DL # _____ State _____

No. Of People who will occupy the unit: _____

LIST OF OCCUPANTS

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

PETS

Yes () No () How Many: _____ Weight: _____ Breed: _____

Weight: _____ Breed: _____

VEHICLES

Make: _____ Model: _____

Tag # _____ State: _____ Year: _____

Make: _____ Model: _____

Tag # _____ State: _____ Year: _____

RESIDENCE HISTORY

Present Address: _____

City _____ State _____ Zip _____ OWN () RENT () Years _____

Name of Landlord _____ Phone # _____

Previous Address: _____

City _____ State _____ Zip _____ OWN () RENT () Years _____

Name of Landlord _____ Phone # _____

Previous Address: _____

City _____ State _____ Zip _____ OWN () RENT () Years _____

Name of Landlord _____ Phone # _____

EMPLOYMENT HISTORY

ARE YOU: Self-Employed? Yes () No () Retired? Yes () No ()

Present Employment:

Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To _____ Dept or Position: _____

Supervisor: _____ Monthly Income _____

Previous Employer: Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To _____ Dept or Position: _____

Supervisor: _____ Monthly Income _____

Spouse's Employer

Self-Employed? Yes () No () Retired? Yes () No ()

Present Employment: Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To _____ Dept or Position: _____

Supervisor: _____ Monthly Income _____

Previous Employer: Employer Name: _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

From: _____ To _____ Dept or Position: _____

Supervisor: _____ Monthly Income _____

REFERENCES (No Relatives)

Name _____ Years Known _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

Name _____ Years Known _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

Name _____ Years Known _____

Address: _____

City _____ State _____ Zip _____ Phone # _____

LEASE ADDENDUM

In the event the Lesser is delinquent in his or her obligation to pay to the Association, any general or special maintenance assessments, or any installment, the Association shall have the right, but not the obligation, to require the Lessee to pay said rental installment, or a portion thereof sufficient to pay said delinquent maintenance assessments, directly to the Association, upon the Association giving written notice of exercise of such right to the Lessee and Lesser. The right of the Association is cumulative and in addition to any and all other rights or remedies the Association may have against the Lessee or Lesser.

Initials: _____

Lesser (Owner) Signature

Lessee (Tenant) Signature

RULES & REGULATIONS

I, _____, acknowledge that a copy of the rules and regulations of the Association have been included in this package. If I wish to receive a full copy of the bylaws, the full package is purchasable at the GRS Management, Inc office. I understand that all members of my household and/or any guests are required to comply with all rules of the Association.

Signature _____

Date _____

Have any of the applicants ever been arrested for any other than a minor traffic violation?

Yes () No () Convicted Yes () No ()

Name of applicant: _____

If yes, please explain: _____

Applicant acknowledges that all information given is true and correct, and understands that as part of our procedure for processing your application, an outside screening agency, will make an investigation from the information given and present their findings to GRS Management Inc. and the association for review. This investigation may include, but is not limited to, character, general reputation, credit, residence and criminal search. Applicants agree not to hold the Association or its agent or GRS Management, Inc or the unit owner liable for the discovery or non-discovery of information or any actions taken as a result of this investigation. Authorization is hereby given to release banking, credit, residency, employment and other information pertinent to this application. I/We acknowledge that upon request, a copy of any adverse information may be provided to solely the applicant in which had an adverse report with valid ID. The Association reserves the right to deny this application based on its investigative findings.

Signature: _____ Date: _____



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AUTHORIZATION FOR FILE DISCLOSURE

I hereby consent to allow GRS Management, Inc. and Verify Screening Solutions, Inc., through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow GRS Management, Inc. and Verify Screening Solutions, Inc. and its designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent or misleading information on an application may be grounds for denial of residency or subsequent eviction. Results may only be provided, upon request, to the following applicant:

Signature: _____ Date: _____

Full Name- First, Middle and Last Name (Please Print):

Home Address (Unit # if applicable): _____

Applicant's Contact Phone Number (Required): _____

Social Security Number: _____ DOB: _____

Driver's License Number and State Issued: _____



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Security Deposit

Security deposits are to be paid by money order or cashier's check only

Date: _____ Unit/Account Number: _____

Resident/Occupant Name: _____

Property Address: _____

Phone: _____ Alt. Phone: _____

Email: _____

Move In/Out Date: _____ Money Order Number: _____

I, _____, hereby acknowledge that I am required to provide a refundable security deposit in the amount of \$_____ (amount) for moving in or out of the property. I further acknowledge that if any portion(s) of the common areas (elevator, hallways, streets/parking lot, etc.) of the Association is/are damaged as a result of my moving in or out, the cost of repairs will be paid using a portion or the entire amount of my security deposit depending on the cost of repairs. Additionally, I am aware that move in/out hours are on Mondays through Fridays from 8:00 a.m. to 5:00 p.m.

Signature: _____

Refund Check Payable to: _____

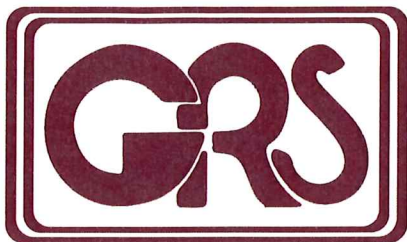
Mailing Address: _____

****Please be aware that all refunds take 10-15 business days to be processed****

****For Official Use Only****

Date Received: _____ Date Completed: _____

Completed By: _____



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Call Box Update

The information updated in the call box will be exactly the information that appears below.
Please allow 24-48 hours for this information to be updated on the call box.

Association: _____

Date: _____ Unit/Account Number: _____

Resident/Occupant Name: _____

Property Address: _____

Phone: _____ Alt. Phone: _____

Email: _____

☐ Owner / ☐ Tenant Unit/Account Number: _____ Phone: _____

Special Instructions:

****For Official Use Only****

Date Received: _____ Date Completed: _____

Completed By: _____



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Pet Registration Form

Association: _____

Date: _____ Unit/Account Number: _____

Resident/Occupant Name: _____

Property Address: _____

Phone: _____ Alt. Phone: _____

Email: _____

Type of Pet(s) (Breed and Color): _____
Restrictions may vary based on Association bylaws

Pet age and weight (lbs): _____

County Tag License # (will be verified on County Website): _____

Last time pet was vaccinated (attach proof of vaccination): _____

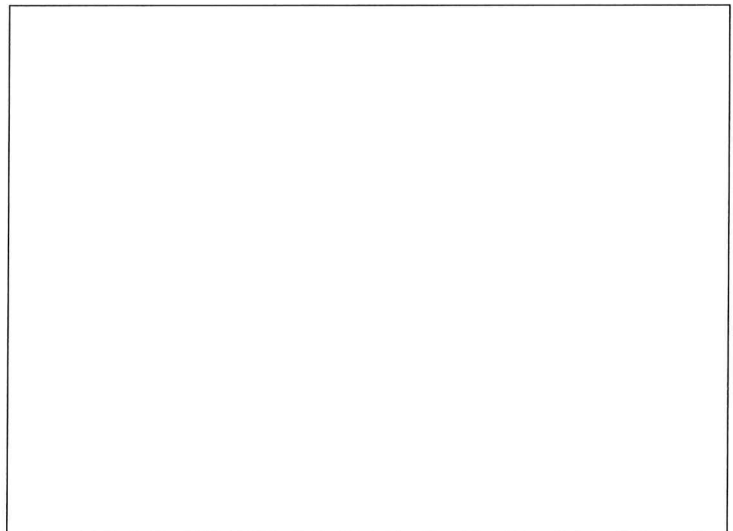
Veterinarian Name: _____

Veterinarian Phone: _____

PLEASE ATTACH PHOTOGRAPH OF PET:

Pet Owner Signature

____/____/____
Date





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ACKNOWLEDGEMENT OF RULES AND REGULATIONS

I, _____, the applicant of this property (property address listed below) acknowledge that I have been provided with a copy of the rules and regulations of the Association. I understand that all members of my household and/or any guests are required to comply with all rules of the Association.

I, _____, the owner of this property understand that if I lease this property, I will be responsible for any violations of any rules and regulations caused by my lessee/tenant and I may be subject to violations and/or fines to my property.

Association Name: _____

Property Address: _____

Applicant Signature: _____

Date: _____

RULES AND REGULATIONS

FOR

WASHINGTON PALMS CONDOMINIUMS

RESTRICTIONS ON USE OF CONDOMINIUM PROPERTY RULES AND REGULATIONS:

You have chosen WASHINGTON PALMS Condominium, as your new home and your Condominium Association pledges continuing efforts to make it a source of pride for you. We also share your desire to maximize your enjoyment of your property and to protect its value but in this regard your help and cooperation is needed as well as the help and cooperation of your neighbors. Accordingly, a set of Rules and Regulations have been adopted by your Association to be observed by the unit owners, their families, tenants, guest and invitees.

1. In order to enhance the beauty of the buildings and to provide safe buildings, the sidewalks, entrances passages, and all of the Common elements must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the premises, and no carts, carriages, chairs, tables, or any other similar object may be stored on any portion of the common Elements.
2. The exterior of the living Units and all other areas appurtenant to a living unit shall not be painted, decorated or modified in any manner without prior consent of the Association, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Association.
3. The personal property of all unit owners shall be stored inside their Units, and no personal property may be stored outside the units.
4. To provide a healthful environment, no linens, clothes, clothing, curtains, rugs, mops, or laundry of any kind, or other articles, shall be shaken or hung from any of the windows, doors, or balconies, or exposed on any part of the common Elements. The Common Elements shall be kept free and clear of rubbish, debris, and other unsightly materials.
5. So as to maintain the cleanliness of the buildings and grounds, no Unit Owner shall allow anything whatsoever to fall from the windows, or doors of the premises, nor shall he sweep or throw from the premises any dirt or other substance upon the grounds.
6. All garbage must be placed in plastic bags and deposited with all other refuse only in areas designated for such purpose.

7. Parking areas are solely for automobiles and bicycles. Boats and trailers will not be permitted in the parking areas or any other portion of the Condominium Property.
8. In order that labor costs may be kept to a minimum, employees of the Association will not be sent out of the building by any unit owner at any time for any purpose. No unit owner or resident will direct, supervise, or in any manner attempt to assert control over the employees of the Association.
9. In order that all Unit Owners may have the quiet enjoyment of their property, no Unit Owner shall make or permit any disturbing noises in the building by himself, his family servants, employees, agents, visitors, licensees and tenants, nor do or permit anything by such persons that will interfere with the rights, comforts, or conveniences of the Unit owners. No unit owner shall play upon or allow to be played any musical instrument, or operate or allow to be operated a phonograph, television, radio or sound amplifier in his unit, in such a manner as to disturb or annoy other occupants of the Condominium.
10. No radio or television installation may be permitted in a Condominium Unit which interferes with the television or radio reception of another Condominium unit. Any antenna or aerial erected or installed on the roof or exterior walls of the building, unless consent be first given by the Board of Directors of the Association, may be removed without notice at the cost of the Unit owner installing same.
11. In order to maintain an attractive appearance, no sign, advertisement notice or other lettering shall be exhibited; displayed inscribed painted or affixed in, on or upon any part of the Common Elements except signs placed by the Board regarding Rules and Regulations.
12. In order that steps may be taken in an emergency situation, the association may retain a passkey to all units.
13. No cooking shall be permitted on any patio, terrace or balcony, or on any portion of the Condominium Property, except private backyards and designated areas.
14. No flammable, combustible, or explosive fluids, chemical or substance shall be kept in any Unit or storage area, except such as are required for normal household use.
15. In order to protect the Condominium Property, each unit Owner who plans to be absent from his Unit during the hurricane season, must prepare his unit prior to his departure by:

- a. Removing all furniture, plants and other objects from his porch, terrace, or balcony, where applicable; and
 - b. Designating a responsible firm or individual, if other than the Association to care for his unit should the unit suffer hurricane damage, and furnishing the Association with the name of such firm or individual. Such firm or individual shall be subject to the approval of the Association.
16. The agents at the Association and any contractor or workman authorized by the Association may enter any living Unit at any reasonable hour at the day for any purpose permitted under the terms of the Declaration of Condominium or By-Laws of the Association. Except in case of emergency, entry will be made by pre-arrangement with the owner or tenant.
 17. All damage to the living Units caused by the moving or carrying of any article therein shall be paid by the owner responsible for the presence of such article.
 18. Any damage to the buildings recreational facilities or other Common Elements or equipment caused by any resident, his tenants or guest shall be repaired at the expense of the Owner.
 19. Hanging clothes outside to dry is prohibited.
 20. Pets under 20 pounds are permitted if and only if the animal is well behaved meaning, no barking and no biting of any kind. The animal must be well maintained and groomed, up to date on vaccinations and must be on monthly worm pills and flea treatment such as Advantage or Revolution. Animal must be on a leash at all times when outside and solids must be picked up immediately and discarded.
 21. These rules and Regulations may be modified, added to, or Repealed at any time by the Association.
 22. Tenants may not occupy Condominium Property until they have been registered with the Condominium Association. Both, the tenant and the Owner will be required to sign a registration form indicating that they have read and are familiar with the Condominium Documents and these Rules and Regulations will entitle the Condominium Association to require the vacation of the Condominium premises by the tenant.